

How to Submit a Recurring Day Care Claim

The new Recurring Claims tool allows FSA participants with fixed day care costs to submit just one claim for the entire plan year! This new feature will create a quick and easy submission process for those with qualified recurring day care claims.

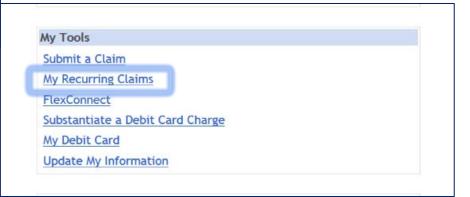
What qualifies as a recurring day care claim?

- The expense must be for an eligible day care expense. (For a list of eligible day care expenses Click Here)
- The expense must have a fixed weekly or monthly cost.
- The expense must be from the same provider.

If you have day care expenses that qualify, follow the steps below to submit your recurring claim:

STEP 1

After registering your account, log onto www.Flex-Plan.com. On your participant home page, under the "My Tools" section, select "My Recurring Claims."



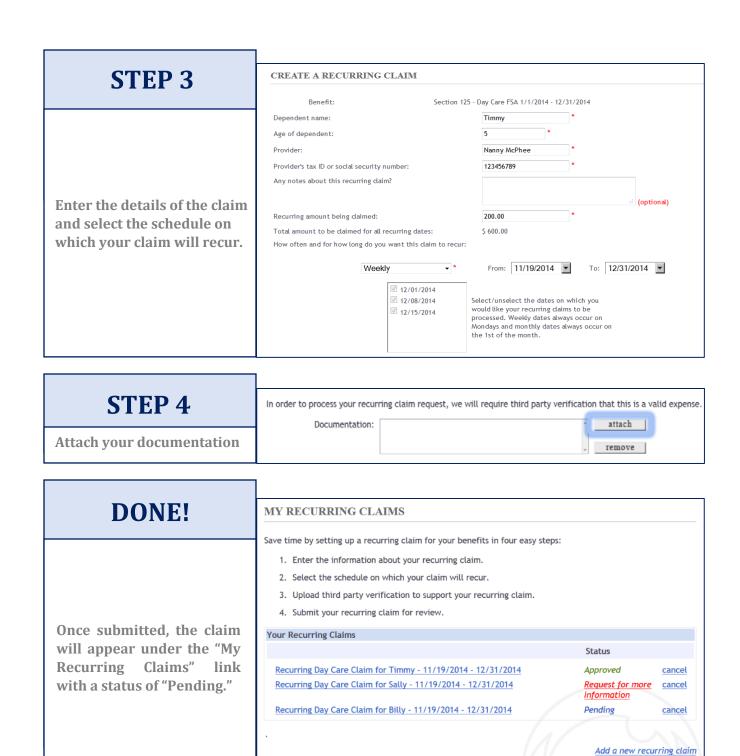
STEP 2

Click "Add a new recurring claim"

Your Recurring Claims

No recurring claims to display

Add a new recurring claim



Your recurring claim will be processed within 2-3 business days and the status will be updated to "Approved" or "Request for more Information." In the event that more information is required, an email will be sent describing what is needed to approve the claim.

Once your recurring claim is approved, Flex-Plan will automatically submit your claims based on your selected recurring schedule. As the claims are automatically submitted, Flex-Plan will reimburse you on your employer's reimbursement schedule based on your Day Care FSA account balance!

Questions?